

## Minnesota Legislature Joint Offices and Commissions

**Job Title:** Legislative Auditor

**Job Grade Level:** 15

**Name of Incumbent:**

**Agency/Department:** Office of the Legislative Auditor

**Date:** September 9, 2021

**Reporting to:** Chair of the Legislative Audit Commission

**Approved By LAC:**

**Appointment Date:**

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**Primary Objective:** To direct and supervise the Office of the Legislative Auditor, a nonpartisan independent joint office of the Minnesota Legislature, as authorized under Minnesota Statutes 3.971 through 3.979.

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### **Responsibilities & Tasks:**

#### **1. Direct the work of the Office of the Legislative Auditor.**

- A. Define and communicate to all staff the objectives of the office; motivate staff through the creation of a positive professional identification with the office, its performance standards and expectations. (5%)\*
- B. Financial Audits (20%)
  - i. Appoint a Deputy Legislative Auditor for the Financial Audits Division (FAD), establish his/her responsibilities, performance objectives and expectations, and periodically (at least annually) assess performance.\*
  - ii. Monitor audits through consultation with the deputy and audit managers and offer direction, particularly in issues involving relations with agencies and the Legislature.
  - iii. Review and approve audit reports.\*
- C. Program Evaluation (20%)
  - i. Appoint a Deputy Legislative Auditor for the Program Evaluation Division (PED), establish his/her responsibilities, performance objectives and expectations, and periodically (at least annually) assess performance.\*
  - ii. In consultation with the deputy, establish general policy and direction for the PED, particularly related to topic selection, project management, agency and legislative relations, and report review and approval.

- iii. Monitor evaluation projects through consultation with the deputy and project managers and offer direction, particularly in issues involving relations with agencies and the Legislature.
    - iv. Review and approve evaluation reports.\*
  - D. Investigations (20%)
    - i. Appoint and supervise a director of special reviews to investigate charges of misconduct by state employees or possible misuse of public money.\*
    - ii. Establish policies, procedures, and direction for investigative functions.
    - iii. Approve opening an investigation.\*
    - iv. Monitor investigations.
    - v. Review and approve investigative reports.\*
  - E. Support Services (10%)
    - i. Appoint and supervise administrative support specialist(s), and IT Specialist 5, a Business Manager 2, and other support services personnel as needed.\*
    - ii. Establish policies, procedures, and direction for office support services, staff, and functions.
- 2. **Serve as the primary liaison representing the Office of the Legislative Auditor. (15%)**
  - A. Establish and maintain communications with the Legislative Audit Commission, other legislative committees and members, agency officials, interest groups, members of the media, and others interested in the work of the office.\*
  - B. Present office reports to legislative committees and at other appropriate forums.
- 3. **Oversee, manage, and supervise the work associated with the budget of the Office of the Legislative Auditor. (5%)**
  - A. Prepare the biennial budget for presentation and approval by the Legislative Coordinating Commission and legislative committees with jurisdiction over funding for the office.\*
  - B. Establish an annual spending plan.
  - C. Review and approve office expenditures.
- 4. **Oversee, manage, and supervise the personnel system for the Office of the Legislative Auditor. (5%)**
  - A. Establish staffing patterns for the office.\*
  - B. Review all performance assessments and evaluate performance of the FAD and PED deputy legislative auditors and other staff reporting directly to the Legislative Auditor.
  - C. Approve all office personnel actions.\*

**Clientele:**

Legislative Audit Commission and subcommittees  
Legislative members and their staff  
State agency commissioners, executive directors, and staff  
Joint offices and commissions under the Legislative Coordinating Commission directors and staff  
House and Senate nonpartisan offices  
Media and interest groups  
General public

**Relationships:**

The Legislative Auditor has overall administrative, managerial, and leadership responsibilities for the work of the office. The Legislative Auditor must have the ability to act independently and empower the staff within the office to act in a manner that maintains the nonpartisanship and independence of the office. They must have good professional relationships with the deputies and other personnel, legislators (particularly members of the Legislative Audit Commission), agency officials, other legislative staff, interest groups, media representatives, and others interested in the work of the office. Relationships often involve sensitive, complex, controversial, and confidential information. The establishment of trust through honest and open communication is essential.

**Independence:**

The Legislative Auditor has wide discretion to act in daily management and in the establishment of office policies and procedures. The Legislative Auditor is a public official, appointed for a six-year term and cannot be removed, except for cause after a public hearing is conducted. They are expected to act independent of political influence, reporting to the Legislative Audit Commission on a regular schedule as determined by the commission.

**Budget Responsibility:** Oversees an annual operating budget of approximately \$8 million.

**Supervisor Responsibility:** A staff of 60 to 65 professional auditors, evaluators, investigators, information technology specialists, and administrative support staff.

**Minimum Qualifications:**

- Bachelor's degree and five years of experience leading work related to audits or evaluations
- Five years direct experience serving as a highly effective supervisor or manager to a staff of skilled professionals
- Knowledge of public finance, government accounting, auditing policies and procedures, program evaluation methods, and public administration
- Excellent written and oral communication skills
- Strong self-direction, problem solving, and leadership skills
- Ability to maintain confidentiality and adhere to a high level of accuracy
- Non-partisan background is essential

**Desired Qualifications:**

- Experience working in a legislative setting
- Advanced degree or certification in accounting, economics, political science, or public policy
- Experience managing teams of professionals in the fields of financial auditing, management consulting, public policy research, or program evaluations.

\* Denotes Essential functions under the ADA—see guidelines on essential functions.